



# Village of Brookfield

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[www.brookfieldil.gov](http://www.brookfieldil.gov)

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## BROOKFIELD BEAUTIFICATION COMMISSION

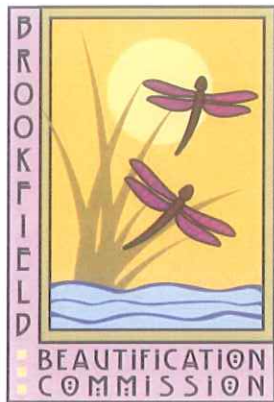
Meeting Agenda

Village Hall

Tuesday, September 10, 2013

6:00 pm

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Announcements
- V. Reports
  - a. Trustee's Report
  - b. Staff Liaison's Report
  - c. Chair's Report
  - d. Treasurer's Report
  - e. Brookfield Beautification Report
- VI. Unfinished Business
  - a. New Member Packet
  - b. CAP Sub-Committee Report
  - c. Community Clean-up Sub-Committee Report
  - d. Business District Sub-Committee Report
- VII. New Business
  - a. Communication
- VIII. Guest Comments on Agenda Items
- IX. Adjournment



COMMUNITY ART PROGRAM  
SUBCOMMITTEE MEETING  
AUGUST 27, 2013  
6:00 PM  
VILLAGE HALL

Attending:

Carol McBride-Leslie, Linda Dunbar, Allison Muscolino, Brian Elwart, Julie Janetopoulos, Pam Powers

Discussion began with a brief review of the CAP Action Plan and the status of the various projects. It was noted that the priority projects are those along the train tracks. The Zoo Stop project is still on hold pending Zoo grants. Carol has been in communication with Andre Copeland regarding the painting design for the Mushrooms at the stop. She will keep the group apprised. The Congress Park Stop still remains in disrepair. It was noted that train stops to the east and west of Brookfield are maintained at a much higher level and the Congress Park stop is now at the point of serious safety issues rather than beautification. At this point, the Village will need to move forward with Metra on safety issues. The top two priority projects for CAP are the Taxi Cab Stand and the Fairview Triangle.

The upcoming Art Fair was also discussed. The event will be held on 10/5 from 10 am – 4pm at Kiwanis park. Various tasks were assigned.

- Julie – will contact CEP to see if we can borrow their tent again
- Pam – will contact DPW about borrowing tables/chairs; will develop a schedule for BBC members to man the booth and will send out to members to sign up for 2 hour shifts
- Carol – will have Carla check the shed to make sure we have enough BBC brochures; will contact Jane to make sure we can collect donations in Beautify Brookfield's name
- Kierith – will be responsible for volunteer database/sign-up sheets
- Linda – will check into a make and take project such as paintable tiles
- Brian – will develop an artist rendered sketch of the Taxi Cab Stand Sculpture project to display as our next project

Taxi Cab Stand Sculpture Project – The group discussed the concept of a call to artists vs. working in-house on this project. It was determined that this project is a pilot art project for CAP and would be best to keep it local and in-house until systems are established. The next proposed project at the Fairview Triangle would be a wonderful opportunity for a call to artists once guidelines and procedures for this type of project have been established. Linda provided information on Paul and Luke Russell, local artists who are very interested in working on the sculpture project. The group discussed the concept for the sculpture, including design based on the BBC logo, a water and light feature, type of medium for the sculpture and base, memorial plaque, and adjacent landscaping. The design concept will also be presented to Maureen Kitzer, wife of Al Kitzer. Budget and timeframes were also discussed. Depending upon the cost and the potential need for extensive fundraising, the goal is for a Spring installation – perhaps to coincide with Project NICE. The next step is to develop a Concept Paper for the sculpture. Linda will discuss the concept with Paul Russell as soon as possible to determine his level of interest, design issues, costs, and timeframes. The group also discussed the need to reach out to others to create the base, memorial plaque, and landscaping once the final sculpture design has been developed. In addition, a detailed Scope of Work will be presented to the Village for approval of the project.

# PROGRESS PARK



		BUDGET/REVENUE										
CODE	BUDGET ITEM	ADMIN	Central Business District (CBD)	Community Art Program (CAP)	Adopt a Spot (AaS)	PLANT SWAP	GARDEN CONTEST	SPRING PROJECT NICE	FALL PROJECT NICE	TOTAL		
4699	Village Funds	\$ 273.00	\$ 1,982.00	\$ 1,050.00	\$ 655.00	\$ 145.00	\$ 320.00	\$ 2,300.00	\$ 155.00	\$ 6,880.00		
4910	Donations											
4699	Grants											
TOTAL		\$ 273.00	\$ 1,982.00	\$ 1,050.00	\$ 655.00	\$ 145.00	\$ 320.00	\$ 2,300.00	\$ 155.00	\$ 6,880.00		

		EXPENSE SUMMARY YTD										
CODE	BUDGET ITEM	BEG. BAL.	ADMIN	Central Business District (CBD)	Community Art Program (CAP)	Adopt a Spot (AaS)	PLANT SWAP	GARDEN CONTEST	SPRING PROJECT NICE	FALL PROJECT NICE	END BAL.	
5220	Consulting	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
5410	Advertising/Legal Pub	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (125.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 625.00	
5475	Forestry/Landscaping	\$ 273.00	\$ 0.00	\$ 0.00	\$ (273.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
5540	Printing/Copying	\$ 175.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (148.00)	\$ 0.00	\$ 0.00	\$ (50.00)	\$ 0.00	\$ (23.00)	
5625	Concessions/Food	\$ 180.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (59.54)	\$ 0.00	\$ 120.46	
5655	Landscaping/Planting	\$ 265.00	\$ 0.00	\$ 0.00	\$ (205.65)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 59.35	
5680	Postage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
5690	Program Supplies	\$ 5,237.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (2,501.98)	\$ 0.00	\$ 2,735.02	
TOTAL		\$ 6,880.00	\$ 0.00	\$ 0.00	\$ (478.65)	\$ (273.00)	\$ 0.00	\$ 0.00	\$ (2,611.52)	\$ 0.00	\$ 3,516.83	
Program Budget		\$ 273.00	\$ 1,982.00	\$ 1,050.00	\$ 655.00	\$ 145.00	\$ 320.00	\$ 2,300.00	\$ 155.00			
Program Remaining Budget		\$ 273.00	\$ 1,982.00	\$ 571.35	\$ 382.00	\$ 145.00	\$ 320.00	\$ (311.52)	\$ 155.00			

DETAILED EXPENDITURES												
CODE	BUDGET DETAILS:	DATE	PAID TO	ADMIN	Central Business District (CBD)	Community Art Program (CAP)	Adopt a Spot (AaS)	PLANT SWAP	GARDEN CONTEST	SPRING PROJECT NICE	FALL PROJECT NICE	
5540	AaS Banner	3/18/13	Sign Up sign co.				\$ (148.00)					
5410	AaS ad	4/15/13	Carla Prosen				\$ (125.00)					
5540	NICE banner update	4/26/13	Sign Up sign co.							\$ (50.00)		
	Weeping cherry tree -		Hinsdale									
5475	Progress park	5/7/13	Nursery		\$ (273.00)							
5690	NICE gloves	5/7/13	A&M Parts							\$ (11.43)		
5625	NICE Refreshments	6/17/13	Kierith Kurth Marathon							\$ (59.54)		
5690	NICE t-shirts	5/17/13	Sportswear							\$ (2,030.00)		
5690	NICE supplies/plants	6/13/13	Nicole Gilhooley							\$ (344.46)		
5690	NICE plants	6/13/13	Anne Favreau							\$ (39.20)		
	CAP Progress Park											
5655	landscaping	6/18/13	Pam Powers		\$ (205.65)							
5690	NICE raffle prizes	6/18/13	Pam Powers							\$ (76.89)		
TOTAL				\$ 0.00	\$ 0.00	\$ (478.65)	\$ (273.00)	\$ 0.00	\$ 0.00	\$ (2,611.52)	\$ 0.00	\$ (3,363.17)
January				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
February				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
March				\$ 0.00	\$ 0.00	\$ 0.00	\$ (148.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (148.00)
April				\$ 0.00	\$ 0.00	\$ 0.00	\$ (125.00)	\$ 0.00	\$ 0.00	\$ (50.00)	\$ 0.00	\$ (175.00)
May				\$ 0.00	\$ 0.00	\$ (273.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ (2,041.43)	\$ 0.00	\$ (2,314.43)
June				\$ 0.00	\$ 0.00	\$ (205.65)	\$ 0.00	\$ 0.00	\$ 0.00	\$ (520.09)	\$ 0.00	\$ (725.74)
July				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
August				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
September				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
October				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
November				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
December				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

PENDING EXPENDITURES												
CODE	BUDGET DETAILS:	DATE SUBMITTED	PAID TO	ADMIN	Central Business District (CBD)	Community Art Program (CAP)	Adopt a Spot (AaS)	PLANT SWAP	GARDEN CONTEST	SPRING PROJECT NICE	FALL PROJECT NICE	Total
	Garden Contest Signs							\$ (105.00)				\$ (105.00)
	Garden Contest - Landmark Ad							\$ (125.00)				\$ (125.00)
	Spring NICE - Landmark Ad									\$ (120.00)		\$ (120.00)
	Progress Park - Sign					\$ (350.00)						\$ (350.00)
	Garden Contest - Pictures	8/13/13	Carol McBride						\$ (6.09)			\$ (6.09)
Total Pending Program Estimated Remaining Budget				\$ 0.00	\$ 0.00	\$ (350.00)	\$ 0.00	\$ (230.00)	\$ (6.09)	\$ (120.00)	\$ 0.00	\$ (706.09)
				\$ 273.00	\$ 1,982.00	\$ 221.35	\$ 382.00	\$ (85.00)	\$ 313.91	\$ (431.52)	\$ 155.00	\$ 2,810.74

**BROOKFIELD BEAUTIFICATION COMMISSION  
POLICY AND PROCEDURES MANUAL – DRAFT – 9/5/13**

**Proposed Outline**

1. Village Organizational Chart
2. BBC Mission
  - a. Goals and Objectives
  - b. Programs and Projects
3. Commissioner Role and Responsibilities
  - a. Commissioner Job Description
  - b. Appointment and Terms
    - i. Appointment Process
    - ii. Terms
    - iii. Vacancies
    - iv. Unexcused Absences
    - v. Reappointment
  - c. Officers/Members
    - i. Chair
    - ii. Secretary
    - iii. Treasurer
  - d. Compensation/Reimbursement
4. Liaison Role and Responsibilities
  - a. Trustee Liaison
  - b. Staff Liaison
  - c. Beautify Brookfield Liaison
5. Meetings
  - a. Roberts Rules
  - b. Monthly Meetings
  - c. Special Meetings
  - d. Sub-Committee Meetings
6. Procedures
  - a. Meeting Notification
  - b. Report Requirements
  - c. Meeting and Report Schedule
  - d. Reimbursement Schedule
  - e. Record Retention
  - f. Communication
7. Village Policies and Procedures
  - a. Ordinance
  - b. Conference/Meeting Attendance
  - c. Reimbursement Policy
  - d. Project Approval Requirements
  - e. Communication Protocols
8. Required Training
  - a. Freedom of Information Act
  - b. Open Meetings Act
  - c. State Ethics Statement

- 9. Appendix
  - a. Forms
    - i. Reimbursement Request
    - ii. Tax Exempt
    - iii. Hold Harmless Waiver
    - iv. Photo Waiver
  - b. Plans and Applications
    - i. Community Art Plan
    - ii. Annual Strategic Action Plan
    - iii. Governor's Hometown Award

**BBC - ART FEST BOOTH SCHEDULE - October 5, 2013**

	A	B	C	D
1	<b>TIME</b>	<b>VOLUNTEER</b>	<b>EMAIL</b>	<b>PHONE</b>
2				
3	<b>Set-up</b>			
4	9:00 am - 10:00 am	Brian Elwart	<a href="mailto:BrianElwartBBC@gmail.com">BrianElwartBBC@gmail.com</a>	312-203-9485
5		Kierith Kurth	<a href="mailto:kierithfk@yahoo.com">kierithfk@yahoo.com</a>	708-822-1873
6		Linda Dunbar	<a href="mailto:todunbar@earthlink.net">todunbar@earthlink.net</a>	708-785-2705
7				
8				
9				
10	10:00 pm -12:00 pm	Carla Close-Prosen	<a href="mailto:cprosen@att.net">cprosen@att.net</a>	708-209-7236
11				
12	12:00 pm - 2:00 pm	Pam Powers	<a href="mailto:powers_chi@comcast.net">powers_chi@comcast.net</a>	708-275-1981
13				
14	2:00 pm - 4:00 pm	Linda Dunbar - available throughout the day	<a href="mailto:todunbar@earthlink.net">todunbar@earthlink.net</a>	708-785-2705
15				
16				
17				
18	<b>Take-Down</b>			
19	4:00 pm - 5:00 pm			
20				
21				
22				
23				
24				
25				
26				
27				



# PROGRESS P · A · R · K



## **BROOKFIELD BEAUTIFICATION COMMISSION MINUTES**

Meeting of August 13, 2013

### **Mission Statement**

The Beautification Commission aspires to enhance the scenic environment of the Village of Brookfield through community involvement and raising environmental awareness.

The Commission will strive to encourage a sense of responsibility in Brookfield residents to facilitate the creation of a cleaner and more aesthetically pleasing community.

### **CALL TO ORDER**

Pam Powers called the meeting of the Brookfield Beautification Commission to order at 6:03 p.m.

### **ROLL CALL**

Roll call was taken:

Carla Close-Prosen	PRESENT
Linda Dunbar	ABSENT
Brian Elwart	PRESENT
Julie Janetopoulos	PRESENT
Kierith Kurth	PRESENT
Carol McBride-Leslie	PRESENT
Allison Muscolino	ABSENT
Pam Powers	PRESENT

Also present:

Kevin McCarthy, DPW

Jane Huber, Beautify Brookfield

Guests:

None

### **MINUTES**

On a motion by Carol and second by Carla the minutes from the July 9, 2013 regular meeting were unanimously approved.

### **ANNOUNCEMENTS**

Pam mentioned a fire hydrant decorating project in Chicago (similar to the public art project with cows a few years earlier). It's very expensive to get involved, but maybe the village could pursue something like this in the future.

### **REPORTS**

Trustee's Report: None

Staff Report: None

Chair Report: None

Treasurer's Report: Brian reviewed the reformatted report, but there has been no activity since the last meeting. Jane reminded that requests for reimbursements still need to be submitted to Beautify Brookfield. Brian mentioned he'll touch base with Ryan and follow up with Jane.

Beautify Brookfield Report: Jane reported BB has \$2741.94 in their account, but needs to reimburse Cantata approximately \$185 for the theater fundraiser (status same as reported at July meeting). Balance will also be less after reimbursing BBC for N.I.C.E. overages.

BB met ealirer in the day (8/13) and discussed not-for-profit fundraising and possibly using Kickstarter. Also discussed the duck race, planned for the say of the Art Fest (10/5). A BB rep will follow up with other village(s) that have done an even like this (possibly Forest Park). Discussion took place about "Meet the Creek" and whether the creek area will be cleaned up for the race.

BB's goal is to sell 1000 ducks; Carol suggested 5 for \$20. BB also suggested a "split the pot" at the end of the event.

Discussion took place about where ducks could be purchased--Farmer's Market, local businesses, Moms of Brookfield group, BBC table at the Art Fest are possibilities. Phil Richards is looking into cost of purchasing supplies.

Jane said the group suggests the race begin at 11 am (Art Fest opens at 10 am), and will follow up with Conservation Commission to ask for volunteers to be in and around the creek to keep observers out. Plan is to have 1st, 2nd and 3rd place winners.

Carol reminded Jane and to follow up with Dan about his previous experience. Kevin suggested ducks in the water at Washington and end at Village Hall. Jane suggested doing a "dry run."

Also discussed was concern about the safety of the paths along the creek Pam suggested maybe having a Boy Scout troop help clear the paths. Jane suggested some type of print on the ground indicating where to walk; Kevin suggested posted signs showing the route. Kevin also said if the Village Manager's office ok's the event, no one else is necessary to approve. However, he (or DPW) will alert the Fire Chief about plans. Kevin also offered to walk the trail to check the safety concerns.

Phil offered to write the text and someone on the BBC will design a flyer for the event.

Jane will email BBC the form that Friends of the Library uses to request funding.

### **UNFINISHED BUSINESS**

Garden Contest Winners: The flyer with names and photos that Carol created was posted in the Village Hall lobby but has been removed. No one knows by whom or why. Discussion took place on how/where to post BBC events and updates. BBC would like to have dedicated area to display photos, distribute brochure, flyers, etc. Kevin suggested talking to Ryan after BBC researches cost of some type of display case.

Julie reported on results from the Cantata volunteers and Garden Contest judging. Debbie Horn at Cantata sent Julie a note that the residents were happy to be part of the event, and offered other ideas for future joint involvement.

Zoo Stop: Carol sent Andre Copeland another email addressing concerns from last BBC meeting but did not get a response.

CAP/Sculpture Walk: Carol reported on the meeting with Loretta Daly in Oak Park. That city has a very large community art budget and their RFP for the current program generated 25 applications. Artists receive a stipend but must carry insurance and install their piece. This report generated discussion about the BBC CAP, and whether a water feature might also be included in the taxi stand piece. Additional ideas were discussed about what we could offer artists to possibly defray some of the cost to the BBC. Kevin suggested hosting a reception in the train station and offering this as a venue to show some of the artist's other works.

Subgroups: Discussion was held about a possible Art Fest project to benefit the taxi stand art piece (donating pieces for mosaic element?). Pam requested that all subgroups try to meet prior to the September regular meeting and update whole group on plans.

Art Fest Promotional Item: Kierith mentioned she had looked into creating a BBC magnet and had looked into a couple different possibilities. A "business card"-type magnet appears to be the most affordable and easy to create through Vistaprint. The BBC budget was reviewed. On a motion by Julie and second by Brian, the group agreed to spend up to \$300 on a promotional item. Kierith will work on designs, quantities and prices for the next regular meeting.

#### **NEW BUSINESS/OTHER**

BBC Business Card: Some members have interest in creating a business card to leave when talking to volunteers, sponsorship opportunities, etc. Brian offered to talk to Linda about creating a card design/template.

Progress Park Sign: Pam presented Linda's two previously e-mailed design ideas. The group voted, but Pam will follow up with Ryan and Jane will ask Phil for his input. Signup provided a quote for \$350 to created the sign. On a motion by Carol and second by Julie all voted in favor of spending that amount.

New Member Packet: Group discussed that it would be helpful to provide new commissioners with a packet including even information and background, responsibilities, contact lists, etc. Pam will work on creating a list of what should be included and present to Ryan for input before moving forward.

Butterfly Garden: Carol mentioned plants could be delivered in the fall and it could be a project to take place of Project N.I.C.E. Pam offered to talk to RB's "SEE Team" sponsors. After further discussion, it was decided that BBC members would plan a day to plant and take advantage of DPW's watering, which will continue through mid-September.

#### **GUEST COMMENTS**

None

#### **ADJOURNMENT**

The meeting was adjourned at 7:56 pm on a motion by Carla and second by Julie.

Minutes respectfully submitted by:  
Kierith Kurth, Secretary

Next Regular Meeting: Tuesday, September 10, 2013.